Hi Eric,

Understood.

Thank you,

Bob

From: Blischke.Eric@epamail.epa.gov <Blischke.Eric@epamail.epa.gov>
To: Wyatt, Robert
Cc: jworonets@anchorenv.com <jworonets@anchorenv.com>; Humphrey.Chip@epamail.epa.gov <Humphrey.Chip@epamail.epa.gov>; Smith.Judy@epamail.epa.gov <Smith.Judy@epamail.epa.gov>
Sent: Mon Sep 21 13:24:10 2009
Subject: Formatting of Electronic Deliverables (Draft BERA)

Bob, it has come to my attention that the draft BERA has not been properly formatted for posting on EPA's website. Issues with the format are outlined below:

1. The files are in folders, which kills the links All files need to be in the same folder, and all files bookmarked together, or ideally the document provided in one file.
2. The initial view needs to be set to bookmarks panel and page
3. Properties, title, author, keywords need to be filled in
4. The document needs to be tagged
5. Links need to be added to the document

Please follow the attached guidelines and resubmit and electronic version of the draft BERA on a DVD or CD.. Please make sure that future submittals (e.g., draft HHRA and RI reports) are similarly formatted. If you have any questions about the formatting process, please do not hesitate to contact me. It may be useful for your formatting people to get in contact with our formatting person, Billy Butler.

Thanks, Eric

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